

## Fall 2007

The *School Food Services News* is published three times per year (fall, winter and spring) and is available on the School Food Services Web page.

# NEWS

## School Food Services

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#### Click here to contact our staff:

<http://www.dese.mo.gov/divadm/food/staff.html>



## 2007 Breakfast Awards

Announcing the 2007 Breakfast Awards! The Midwest Dairy Council and the St. Louis District Dairy Council are each recognizing schools in their service area for bringing breakfast to students in creative ways with great results.

The benefits children receive from eating a nutritious breakfast are numerous and well documented. Eating breakfast yields better test scores, increased concentration and attendance, decreased disciplinary problems and more.

Many schools recognize this opportunity and offer breakfast in the cafeteria. But, there is an even better way to bring breakfast to children – using alternate breakfast service options. Offering breakfast in the classroom or outside of the cafeteria increases participation by providing service for children who arrive late or who prefer to socialize rather than eat. Having breakfast in the classroom helps remove the potential social stigma that the program is meant for low-income students.

Any school (elementary through high school) offering a breakfast service or expanded breakfast option(s) is encouraged to enter to win a monetary Breakfast Award. More than one school in a district may apply. For additional information, please contact your local dairy council representative. In Western Missouri, visit Midwest Dairy Council's Web site at <http://www.midwestdairy.com>. In Central and Eastern Missouri, visit St. Louis District Dairy Council's Web site at <http://www.stldairycouncil.org>. The application deadline is Nov. 30, 2007. Awards will be announced Jan. 7, 2008.



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**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**

*"Making a positive difference through education and service"*

## 2006-2007 Coordinated Review Effort (CRE) Results

During the 2006-2007 school year, the School Food Services section conducted 141 CRE reviews. Ten of the Local Education Agencies (LEAs) did not meet Performance Standard 1, which evaluates student eligibility determinations and meal-counting and claiming procedures for accuracy. One LEA did not meet Performance Standard 2, which evaluates meals on the day of review for meal-component completeness. Please take extra care when determining student eligibility, meal counting and claiming, and monitoring meals for required components to ensure that the LEA is providing the State Agency (SA) with an accurate count of reimbursable free, reduced-price, and paid meals served.

The 2007-2008 school year marks the fifth year of the CRE cycle that runs a series of five years. All participating LEAs in Missouri will be reviewed within the five-year period.

## Verification of Approved Applications for Free and Reduced-Price Meal Benefits

It is time for the process of Verification of Approved Applications for Free and Reduced-Price Meal Benefits for the 2007-08 School Year.

Verification is confirmation of eligibility for free and reduced price meals under the National School Lunch Program or School Breakfast Program. Verification must include either a confirmation of income eligibility or confirmation that the child is included in a certified Food Stamp household or Temporary Assistance unit. Please refer to the Verification Guidance document at [http://dese.mo.gov/divadm/food/PDF/VERTIFICATION\\_GUIDANCE.pdf](http://dese.mo.gov/divadm/food/PDF/VERTIFICATION_GUIDANCE.pdf). This guide contains helpful information and sample letters to assist in conducting an accurate verification.

As a reminder, LEAs must verify at least as many applications calculated by the sample formula but may do no more. While the verification sample cannot exceed the statutory limits, LEAs still have an obligation to verify questionable applications “for



### MSNA Web Site

The School Food Services Web site is linked to the Missouri School Nutrition Association (MSNA) (formerly known as Missouri School Food Service Association, or MSFSA) Web site. Check Additional Sites of Interest at the bottom of our home page. For more information about MSNA, logon to <http://www.msfsa.net>.

### National Food Service Management Institute

Every year the National Food Service Management Institute (NFSMI) presents satellite seminars in April and October and live interactive teleconferences in January and August. Check the link on our home page under Additional Sites of Interest. The NFSMI Web address is <http://www.nfsmi.org>. Click on Educational Opportunities for satellite seminar information.

### Resource Materials

Check out the newest resource information under our Resource button at <http://www.dese.mo.gov/divadm/food>:

- St. Louis Dairy Council
- Midwest Dairy Association
- Missouri Coordinated School Health Coalition

cause,” which might include, but is not limited to, situations where school officials have knowledge of household circumstances that would prompt the verification of application information. If an application is verified “for cause,” it is not counted in the verification sample size.

Verification must be completed by Nov. 15, 2007, and LEAs must complete and submit the Free or Reduced Price Lunch Verification Summary Report to the SA by Dec. 15, 2007.

If you have questions regarding verification, please contact the SA at 573-751-3526 or refer to the Verification Guidance document.

## National School Lunch Week Proclamation

The 2007 National School Lunch Week was Oct. 15-19. The proclamation signing with Gov. Matt Blunt was held on Sept. 12, 2007. In attendance from left to right: Katelyn Katchum, student; Audrianna Doyle, student; Molly Youngberg, president of the Missouri School Nutrition Services and food service director of Wentzville R-IV School District; Gov. Matt Blunt; Cathie Essma, food service director of Northwest R-I School District; Karen Wooton, director of School Food Services, DESE; and Dana Doerhoff, assistant director of School Food Services, DESE.



## School Meals Initiative – Tools For Success

The State Agency has received a CD titled “School Meals Initiative – Tools For Success” from the U.S. Department of Agriculture (USDA). The State Agency will mail a copy of the CD to each LEA during the month of November.

The School Meals Initiative (SMI) CD contains the latest version of The Road to SMI Success; Nutrient Analysis Protocols: How to Analyze Menus for USDA’s School Meals Programs; and SMI Frequently Asked Questions. These SMI guidance materials are available on the School Food Services Web site: <http://www.dese.mo.gov/divadm/food>, under Resource Materials. They are also available on the Team Nutrition Web site: <http://teamnutrition.usda.gov/library.html>, and the Child Nutrition Division Web site at <http://www.fns.usda.gov/cnd/Guidance>.

## First 30 Operating Days

As applications for free or reduced-price meal benefits are received, the LEA must make an eligibility determination within 10 days of receiving the application. The LEA must extend the carryover of free or reduced-priced eligibility for up to 30 operating days into the subsequent school year. If the LEA receives an application for meal benefits during the 30 days and determines the child has a reduction in benefits or is no longer eligible, the family must be notified that benefits are reduced or terminated. A new eligibility determination in the current year supersedes the carryover eligibility. For example, if a student is determined eligible for reduced-price benefits for the new school year, the free meal eligibility for that student from the prior school year discontinues as soon as the household is notified of the new reduced-price eligibility.

A written advance notice of adverse action is not given in this situation. The applicant is not entitled to an extra 10 days of benefits, which would apply if a notice of adverse action was given.

## National School Breakfast Week 2008



Fuel Your Imagination is the theme for National School Breakfast Week (NSBW) 2008, which will be March 3-7, 2008. NSBW 2008 will feature characters from the 1971 movie “Willy Wonka and the Chocolate Factory.” For ideas about menus, writing contests, games, and tools you can use to make National School Breakfast Week an eventful week for your school, log on to <http://www.schoolnutrition.org/>.

## MC+ for Kids

MC+ for Kids is a low-cost or free health insurance program for children. MC+ is administered by the Missouri Department of Social Services (DSS). If you are already receiving MC+ health insurance, you do not need to apply again. MC+ for Kids is changing. As of March 2007, there is now one centralized MC+ Service Center located at 525 Jules, Suite #127, St. Joseph, MO 64501.





## HEALTHIERUS School Challenge Recognizing Nutrition Excellence in Schools

Obesity is a growing concern for school children in the United States. The USDA believes that schools should take a leadership role in helping students learn to make healthy eating and active lifestyle choices. Many schools have already made changes to their school nutrition environments, improving the quality of the foods served and providing students with healthier choices. USDA's Food and Nutrition Service (FNS) wants to encourage schools to achieve such results and has established the HealthierUS School Challenge to recognize schools who face this task head-on.

HealthierUS Schools can be certified as either Silver or Gold Schools, according to standards established by FNS. The objective is to recognize schools that take specific steps to improve their

programs, address obesity and encourage other schools to follow their lead. Ultimately, FNS would like to see all schools take the challenge and go for the silver or gold.

### How does it work?

Schools must meet a basic set of criteria. To be certified, a school must:

- be an elementary school
- be enrolled as a Team Nutrition School
- offer reimbursable lunches that demonstrate healthy menu planning practices and principles of the Dietary Guidelines for Americans and that meet USDA nutrition standards
- provide nutrition education to students
- provide students the opportunity for physical activity
- maintain an average daily participation of 70 percent or higher of school enrollment for reimbursable lunches
- adhere to the guidelines established by FNS for foods served/sold in schools outside the National School Lunch Program.

The HealthierUS initiative is based on the premise that increasing personal fitness and becoming healthier is critical to achieving a better and longer life. HealthierUS promotes four keys for a healthier America:

- Be physically active each day.
- Eat a nutritious diet.
- Get preventive screenings.
- Make healthy choices.

For more information and to download the application, log on to: <http://www.healthierus.gov/> and <http://www.fns.usda.gov/tn/healthierus/index.html> and go for the silver or gold!

## NutriKids Commodity Corrections

If you are an LEA implementing Nutrient Standard Menu Planning (NSMP), you may have noticed the nutritional information for all the processed commodities for school year 2007-2008 have been placed on our Web site ([http://dese.mo.gov/divadm/food/Commodities\\_Index.html](http://dese.mo.gov/divadm/food/Commodities_Index.html)) under Nutritional Information.

There was a data entry mistake on the Advance Beef products in that file, and a new file is now on the Web site with the correct information. Instructions are included below each file, and if you have not downloaded the original information before, both files will still need to be imported into your NutriKids database. If you do not want to import the new file, the mistake can be easily corrected. (1) Pull up each Advance Beef product using Modify/Review of Ingredients. Each item has a weight on the Measurement tab of the ingredient that is correct. (2) Select the Nutrients tab, and you will see the Base Weight was entered as the M/M credit instead of the actual Base Weight. If you enter the weight from the Measurement tab into the Base Weight on the Nutrients tab, the nutritional information will automatically correct itself, and you will not need to download the corrected file. We apologize for the inconvenience.

## School Food Services Calendar

### July 2007

Watch for Commodity Entitlement Letters online

- 1 • Regular Term Application/Agreement available on Web for renewal
- Revenues and Expenditures Report available on Web for 2006-2007 school year (non-public schools)
- 15 • June Regular and Summer Term claim due on Web
- Value of Donated Food Report available online
- Commodity Open Order deadline, 12:00 noon
- Orders for monthly processed items deadline, 12:00 noon (delivery in 2 months)
- Direct Certification Material available on Web
- Perform and Document Monthly Edit Check on daily meal counts

### August 2007

- 15 • July Regular and Summer Claim Form due on Web
- Commodity Open Order deadline, 12:00 noon
- Orders for monthly processed items deadline, 12:00 noon (delivery in 2 months)
- Annual Secretary of the Board Report deadline (public schools only)
- Perform and Document Monthly Edit Check on daily meal counts
- Check Web site for availability of Revenue and Expenditure Report (public schools)

### September 2007

- 1 • Update Methods of Collection and Meal Counting Form (if methods/procedures have changed)
- 15 • August Regular and Summer Term Claim due on Web
- Revenue and Expenditure Report available on Web for 2006-07 school year (public schools)
- Commodity Open Order deadline, 12:00 noon
- Orders for monthly processed items deadline, 12:00 noon (delivery in 2 months)
- Perform and Document Monthly Edit Check on daily meal counts
- Reporting Compliance with the Food Safety Inspection Requirement

### October 2007

- 1 • Count approved Free and Reduced-Price Applications for verification process
- 15-19 • National School Lunch Week: "Vote for School Lunch"
- 15 • September Regular Term Claim due on Web
- Commodity Open Order deadline, 12:00 noon
- Orders for monthly processed items deadline, 12:00 noon (delivery in 2 months)
- Perform and Document Monthly Edit Check on daily meal counts

### November 2007

Watch for Commodity Expos

- 1 • Revenues and Expenditures Report due
- 15 • October Regular Term Claim due on Web
- Commodity Open Order Deadline, 12:00 noon
- Orders for monthly processed items deadline, 12:00 noon (delivery in 2 months)
- Perform and Document Monthly Edit Check on daily meal counts
- Verification process must be completed

### December 2007

Watch for Processing Packets to be mailed

- 15 • November Regular Term Claim due on Web
- Commodity Open Order deadline, 12:00 noon
- Orders for monthly processed items deadline, 12:00 noon (delivery in 2 months)
- Perform and Document Monthly Edit Check on daily meal counts
- Verification Report due to State Agency
- 31 • Conduct December 31 inventory

### January 2008

- 15 • Commodity Inventory Report due, (Food Management schools only)
- December Regular Term Claim due on Web
- Commodity Open Order deadline, 12:00 noon
- Orders for monthly processed items deadline, 12:00 noon (delivery in 2 months)
- On-site reviews completed prior to February 1
- Perform and Document Monthly Edit Check on daily meal counts

### February 2008

Processing packets due back this month (watch for date)

- 15 • January Regular Term Claim due on Web
- Commodity Open Order Deadline, 12:00 noon
- Orders for monthly processed items deadline, 12:00 noon (delivery in 2 months)
- Perform and Document Monthly Edit Check on daily meal counts

### March 2008

Watch for DESE Summer Workshop Information on Web site

- 3-7 • National School Breakfast Week: "Fuel Your Imagination"
- 15 • February Regular Term Claim due on Web
- Commodity Open Order deadline, 12:00 noon (last delivery of school year in April)
- Perform and Document Monthly Edit Check on daily meal counts

### April 2008

- 15 • March Regular Term Claim due on Web
- Perform and Document Monthly Edit Check on daily meal counts
- Renewal of Summer Term Application Agreement available

### May 2008

- 1 • Summer Term Application Agreement due on Web
- Free and Reduced Price Meal Benefit Form and Direct Certification Instructions available on Web (download data July 15)
- 15 • April Regular Term Claim due on Web
- Perform and Document Monthly Edit Check on daily meal counts
- Registration for DESE Summer Workshops due

### June 2008

- 15 • May Regular Term Claim due on Web
- Orders for monthly processed items deadline, 12:00 noon (delivery in August)
- 30 • Payment by Fund Forms mailed to Schools
- Perform and Document Monthly Edit Check on daily meal counts
- End of 2007-2008 school year